

Risk assessment template

Company name: Abantu Healthcare Agency

Assessment carried out by: A Adewale

Date of next review: 01/09/2020

Date assessment was carried out: 01/04/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Employee illness/mental health	Service users who may not have their preferred or replacement carers available. Team members.	Staff split into Teams. Shift allocation done by Teams. All Staff tested for COVID 19. PPE (aprons, gloves, masks etc) provided. Sanitisers provided. Staff educated to inform the office if they feel any of the symptoms of COVID 19.	Care Manager to ask staff about symptoms weekly. Care manager to continue her regular communications with staff to ensure they do not feel alone in this trying period.	Care Manager	From now on	

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		Office rearranged so no desks face each other. All group staff meetings cancelled. Only one to one meetings accepted with social distancing observed and masks worn.				
Service User COVID 19 positive	Staff working with service user. Other service users the staff works with. Other Team members the staff works with. All the above could be exposed to COVID 19.	Staff removed from shifts until they get a negative COVID 19 test. Other service users informed and asked to watch out for symptoms. Council informed.	Continue to monitor Service User and staff health.	Care Manager	From now on	

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Shortage of essential supplies	Staff and service users. Staff cannot practise proper infection control with a shortage of essential supplies including PPE and sanitisers.	Supplies now sourced from multiple suppliers. Local authority sourced supplies collected as soon as available. ADASS returns completed and submitted daily.	Continue to proactively order supplies to maintain a buffer stock.	Care Manager	From now on	
No access to Office	Service users and Staff. No access to service user and staff records.	Cloud based care management system in place which provides access to key information. Database backed up daily. Office telephones forwarded.	Maintain communication with office premise management to ensure notification of any pending office closure.	Care Manager	From now on	

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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/